

INDIANA TEST METHOD OR PROCEDURE POLICY

Effective Date: 3/22/10
Supersedes Policy Dated: 1/1/08

Approved: _____
Mark A. Miller
State Construction Director

POLICY

The Indiana Department of Transportation will engage in the development and maintenance of Indiana Test Methods or Procedures (ITM). These ITMs will be written documentation of various test procedures, general testing instructions, programs, and protocols which are used by the Department and not covered by ASTM, AASHTO, or other national Standard Specifications. This will be accomplished through the Construction Management Division.

GUIDELINES

Indiana Test Method Committee

The ITM Committee will consist of the following positions, or their appointed representatives:

- Manager, Office of Materials Management (Chairman)
- State Construction Engineer
- District Testing Engineer (2 year rotating participation)
- Materials Services Engineer (Secretary)
- FHWA -- Pavement and Materials Engineer (Non-Voting)

All members of the ITM Committee are voting members except for the Secretary and FHWA Representative. A quorum of the Chairman and one member of the ITM Committee will be required for approval of a new ITM or revision to an existing ITM.

Procedures

The Chairman will be responsible for the coordination of the ITM Committee meetings. There will be a meeting scheduled every four months a minimum of one year in advance. The Chairman will set the meeting dates in January of each year and may call additional meetings as deemed necessary. If insufficient items are not available for an agenda, the meeting may be cancelled by the Chairman.

Any proposed agenda items are required to be submitted to the Secretary at least four weeks prior to the meeting. The agenda item is required to be sponsored by an INDOT Committee member.

The ITM Committee Agenda will be distributed at least two weeks prior to the meeting. Minutes of the ITM Committee meetings will be kept by the Secretary and sent to the Committee members and the State Construction Director.

The ITM Committee will recommend and approve all ITMs prior to implementation. Editorial changes will not require approval of the Committee and may be made by the Chairman.

Implementation

The State Construction Director will be responsible for approving the appointment of members to the ITM Committee and for all recommendations and actions by the ITM Committee. These recommendations and actions will be kept on file by the Secretary.

The Secretary will distribute the approved ITMs to all of the ITM Committee members and post the approved ITMs on the web page after approval by the State Construction Director. The ITM Index, indicating the number, title, Contact Person and latest revision date, will also be maintained by the Secretary on the web page.

Responsibilities

The ITM Committee, with the approval of the State Construction Director, will be responsible for preparing and maintaining the test methods and general testing related instructions, programs, and protocols for the Department which are not covered by ASTM, AASHTO, or other national Standard Specifications.